

Non-Automated Agency Voucher Preparation Reference Guide

aka

The “Manual” Manual

Introduction & Contents

This document has been prepared for the Manual user to be used as a reference in the preparation of vouchers and invoices to be submitted to the Office of the Comptroller for payment. It is not intended to be a replacement for the Procedures Manual but merely a supplement to assist you.

Some of the information contained herein is new. In order to streamline our office procedures vouchers submitted by Manual Agencies will no longer be reviewed before being sent to data entry. This makes it very important for you to have the voucher and transmittal filled out completely and accurately. You are strongly urged to completely read all the information contained in this reference guide and direct any questions or concerns to Lisa Chadwick at 334 242 7061 or by email at lchadwick@comptroller.state.al.us

This reference guide and copies of all forms are now available at www.comptroller.state.al.us . Click Manual Agencies.

All manual agencies will now be required to submit their invoices with a properly completed Transmittal. Separate Transmittals must be used for **regular vendor** invoices and for **Interfund invoices**. The procedure for completing the transmittals is the same but you must use the proper Transmittal for Data Entry reasons.

- A) After completing the Transmittal two adding machine tapes should be **stapled** to the back of the transmittal sheet. The first tape should add each line of the attached vouchers (Not the Totals) and the Second tape should add just the Voucher Total. The two tapes must have the same Sum. If not check each voucher to make sure the line items agree with the Voucher Total.
- B) Each voucher should have the backup stapled – not paper clipped – in the top left hand corner. Clipped vouchers will be returned.
- C) The Transmittal sheet should be on top with the vouchers in the same order as listed on the Batch Transmittal sheet (Numerical by Voucher Number) and should be **Paper clipped together** – NOT STAPLED.
- D) Batched Vouchers should be taken to room 274 and put in the basket marked MANUAL. From there they will go directly to Data Entry and after entry they will be put in the boxes in line with all the other Agency vouchers for auditing and processing.
- E) Vouchers without Transmittals will be returned.
- F) W-9's **SHOULD NOT** BE ATTACHED TO VOUCHERS. Send separately.

Contents ...

M-1 How to Complete the Payment Voucher
M-2 Property Numbers – The Correct Format for the Voucher
M-3 How to Complete the Interfund Payment Voucher
M-4 How to Complete the PVQ and PV Payment Voucher Transmittal
M-5 How to Complete the Interfund Seller Table

M-1 HOW TO COMPLETE THE VOUCHER FORM

To obtain payment of an invoice or expense reimbursement request, a completed voucher form (Form FRMS-9) must be submitted to the State Comptroller's Office. Departments without an automated accounting system will complete the voucher form and voucher transmittal and submit it to the State Comptroller's Office for audit and processing.

Items 1 through 25 reference Exhibit 1.

1. Voucher Number

The department or the department accounting system assigns the voucher number. The voucher number must begin with the last digit of the fiscal year. For example, 9=FY 1998-1999, 0=FY1999-2000. The second, third and fourth digits designate the three-digit agency code to which the voucher is being charged. The department may then assign up to 7 digits as the department number sequence.

Example: For FY 2000 and Agency 999, the numbering would start with 09990000001.

2. Batch Number

Enter the six-digit batch number as assigned by the department. For departments that do not have automated accounting systems this will be your 3 digit agency number and the last 3 digits of the first voucher number you are submitting in the batch.

3. Agency

Enter the three-digit agency code.

4. Accounting Prd

If a payment is being made in the current fiscal year for current fiscal year goods or services, leave the accounting period blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter 13 and the two digits that represent the prior fiscal year in the accounting period.

5. Budget FY

Enter the correct budget fiscal year on all vouchers.

6. Vendor Code Number (This MUST be an 11 digit number)

Enter the 11-digit vendor code. The vendor code number may be obtained from the Common Vendor File or by calling anyone in the accounts payable section. The first 9 numbers of regular vendor numbers are the business' federal ID number. The last two digits indicate the address sequence. In other words if the last two digits are 00 that may be for the street address and 01 may be the Post Office address. **It is very important to make sure you use the correct address sequence as that is the name and address that prints on the check.**

<p><u>Complete the Name, Address, City, State and Zip information. This will be compared to the computer information and should agree.</u></p>

*******Note: DO NOT PUT ANY OTHER INFORMATION IN THE REFERENCED DOCUMENT COLUMN OTHER THAN THE PO, AGENCY, NUMBER AND LINE # IN THE CORRECT FORMAT-- ITEMS 7,8,9,&10.*******

7. PO

Enter PO if the voucher is for the payment of a purchase order **or professional service contract**. Otherwise, leave blank

8. Agency

Enter the three-digit agency code.

9. Number

Enter the document number.

If the voucher is for the payment of a **purchase order**, enter the six or seven digit purchase order number.

If the voucher is for payment of a **professional services contract**, enter the nine digit contract number which begins with C.

Otherwise, leave blank.

10. LN

Enter the purchase order or contract line number that is being paid. (Most often this is 01)

11. Invoice Number – MANDATORY FOR ALL VOUCHERS

Enter the vendor invoice number **up to 12 digits**. If the vendor's invoice number is longer than 12 digits, **enter the last 12 digits**. For utility services, enter the last nine digits of the account number followed by the two-digit month and the last number in the fiscal year. For telephone services, the telephone number along with the month such as 01, 02, etc., and the year should be used as the invoice number.

For example, to pay a March, 2004 telephone invoice, the invoice number is 5576500034. If the invoice has been referenced previously on a payment, please use an alpha character such as A, B, etc. to make the number unique.

12. Fund

Enter the four-digit fund number to be charged.

13. Org

Enter the four-digit organization code to be charged if required by the department's chart of accounts.

14. Appr

Enter the three-digit appropriation code to be charged.

15. Activity

Enter the four-digit activity code to be charged.

16. Obj/Rev

Enter the four-digit expenditure object code if a vendor is being paid for goods or services. *Enter the four-digit revenue source code if a refund is being issued because the department was overpaid.*

17. Sub Obj/Rev

Enter the two-digit sub-object expenditure code if a vendor is being paid for goods or services.

18. Rept Catg

Leave blank. **Or use for the Property Number when purchasing an asset. It will be ok if the property number runs over into the BS Account and the Dept use Columns. (See section M2 on Property Numbers).**

19. BS Acct

If this transaction affects a balance sheet account, enter the four-digit balance sheet code. Otherwise, leave blank. For example, if an inventory item is being purchased, the balance sheet code 1301 for inventory should be entered. If an investment is being acquired, the correct investment balance sheet code from the 1100 series balance sheet section should be entered. If the fund is an agency fund type, only balance sheet accounts may be entered on the voucher form. When disbursements are being made from the agency fund, the balance sheet code to which funds were initially deposited must be coded on the voucher.

20. Dept Use

This field is for use by departments that may use additional accounting codes to reflect additional information on the voucher form.

21. Amount

Enter the dollar amount of this accounting line to be paid.

22. I/D

Enter either I or D. An I represents an increase (Debit) and a D represents a decrease (Credit).

Examples of when a D is used include vendor credit memos and zero dollar payment vouchers. If the field is left blank, an I is inferred.

23. P/F

If this accounting line is for the payment of a purchase order, this indicator is used to designate whether this is a partial or final payment of the purchase order line. Enter F to authorize final payment and to close the purchase order line amount. If left blank and payment is for less than purchase order, it is a partial payment. If this accounting line is not for the payment of a purchase order, this field should be left blank.

24. Voucher Total

Enter the total of all lines to be paid by the voucher. If this voucher covers multiple pages, then the voucher total will appear on the last page. ***Sign or affix approvals on the last page.***

25. Audited

Enter the date and name of the person responsible for auditing the voucher in the department.

26. Examined and Approved for Payment

This is for the date and name of the person in the Division of Control and Accounts approving the payment.

27. Authorized Departmental Approval

Enter the date and signature of the department head or other authorized person. Stamped signatures (facsimile signature of authorized departmental approval) can be used on payment vouchers for purchase order, contracts, refunds, utility bills, postage, post office box rent, membership dues, freight (UPS, common carrier, Federal Express, etc.), books and subscriptions (\$500 or less), and rentals (real estate or meeting rooms). All other vouchers for purchases under \$500.00 will need an original signature on the face of the voucher.

28. Notary Public

The original signature is no longer required to be notarized for purchasing certification and may be left blank.


Exhibit 1

FORM FVMS-2 REV 05/90

State of Alabama
DEPARTMENT OF FINANCE
STATE COMPTROLLER
MONTGOMERY, AL 36130

WARRANT NUMBER
VOUCHER NUMBER 1
BATCH NUMBER 2
AGENCY 3
DATE PAGE
ACCOUNTING PRD 4 BUDGET FY 5

Vendor Code Number 6
Vendor Name
Address Line 1
Address Line 2
City State Zip Code



COMPTROLLER'S COPY

REFERENCED DOCUMENT				ACCOUNTING DISTRIBUTION										AMOUNT	I / D	P / F
RQ/ PO - AGENCY - NUMBER - LN	INVOICE NUMBER	FUND	ORG	APPR	ACTI- VITY	OBJ/ REV	SUB O/R	REPT CATG	BS ACCT	DEPT USE						
7 8 9 10	11	12	13	14	15	16	17	18	19	20	21	22	23			
VOUCHER TOTAL											24					

Audited: 25 25
Date Departmental Auditor

Examined and Approved for Payment
26 26
Date Auditor of Disbursements,
Division of Control and Accounts

I hereby certify that the named article(s) and/or service(s) as stated on the invoice attached have been received, are the kind and quantity ordered, are not excessive and are necessary for the use of this department in conducting public business only, and this account is correct, due and unpaid. For those items requiring the approval of the Governor, I certify that I have obtained the Governor's approval for payment.

27 27
Date Authorized Departmental Approval

Sworn to and subscribed before me this day
28 28
Date Notary Public

M-2 PROPERTY NUMBERS – THE CORRECT FORMAT FOR THE VOUCHER

All payment vouchers coded to major object codes 1200, 1300, and 1400 must have a unique 12 digit inventory number keyed into the computer. The unique inventory number to be keyed must be in one of the two formats described below, depending on whether the capital asset being purchased is required to be inventoried by the State Auditor.

- 1) **State Auditor Assets** – The Property Inventory Number used by the State Auditor contains a maximum of 10 characters. When writing in the REPT Column of the Voucher simple add the letters AQ to the beginning of the property Inventory Number and insert zeros after the dash to fill out the full **12 characters**.

NOTE: The dash counts as a character.

- **Example – If the Auditor’s Property Inventory Number is 23-8569, you should write QA23-0008569 in the REPT Column field of the Payment Voucher. (See item # 18 in Sections M1 and M3).**

Note: If you have multiple items which require a property number purchased on one invoice you must list each item on a separate line of the voucher so that the individual property number can be written on each line.

Example – Two Dell Computers – \$1500.00 each -- Invoice Total is \$3000.00. You must make two lines on the voucher, each for \$1500.00 and enter the different property numbers on each line.

- 2) **Non-State Auditor Assets** – Certain capital asset items are exempt by law from the State Auditor’s inventory process. Most of those items are purchased under object code 1200. However, a unique Capital Asset Number must be assigned to exempt items to enable the Comptroller’s Office to account for non-inventoriable capital assets for financial reporting purposes and under the requirements of GASB 34. This Capital Asset Number is to be generated in the following format:

Q+3-digit Agency Number + dash + 7 character asset number.

For example, if a building is purchased by agency 010 under 1200 02, the Capital Asset Number to be entered in on the Payment Voucher would be Q010-0000001 where “0000001” is any unique alpha-numeric combination chosen by the agency to identify that asset.

M-3 HOW TO COMPLETE THE INTERFUND VOUCHER FORM

When you receive an invoice from another State Agency you will prepare a payment voucher following these instructions. The Interfund Payment transmittal and vouchers will be submitted to the State Comptroller's Office for audit and processing. No warrant will be issued for the Interfund payment vouchers. You will receive a transaction register that will verify that the funds have been properly transferred to the selling agency.

Items 1 through 38 reference Exhibit -2.

1. Voucher Number (Must be 11 digits)

The voucher number must begin with the last digit of the fiscal year. For example, 9=FY 1998-1999, 0=FY1999-2000. The second, third and fourth digits designate the three-digit agency code to which the voucher is being charged. The department may then assign up to 7 digits as the department number sequence. It is good practice to keep a list of the vouchers numbers used to avoid duplication. Duplicate voucher numbers will reject and be returned.

Example: For FY 2000 and Agency 999, the numbering would start with 09990000001.

2. Batch Number

This will be your 3 digit agency number and the last 3 digits of the first voucher number you are submitting in the batch.

3. Agency

Enter the three-digit agency code.

4. Accounting Prd

If a payment is being made in the current fiscal year for current fiscal year goods or services, leave the accounting period blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter 13 and the two digits that represent the prior fiscal year in the accounting period.

5. Budget FY

Enter the correct budget fiscal year on all vouchers.

6. Vendor Code Number (This Must be an 11 Digit Number)

Enter the 11-digit vendor code. The vendor code number may be obtained from the Common Vendor Table (Example of table in Section 6-14 of the procedure manual) or by calling anyone in the Accounts Payable section. For INTERFUND Vouchers this number will generally start with AGCY the next 3 numbers will be the agency number followed by additional numbers. As with regular vendor numbers the last two digits indicate the address sequence. In other words if the last two digits are 00 that may be for the street address and 01 may be the Post Office address. **It is very important to make sure you use the correct address sequence.**

Complete the Name, Address, City, State and Zip Information. This will be compared to the Computer information and should agree.

*******Note: DO NOT PUT ANY OTHER INFORMATION IN THE REFERENCED DOCUMENT COLUMN OTHER THAN THE PO, AGENCY, NUMBER AND LINE # IN THE CORRECT FORMAT-- ITEMS 7,8,9,&10.*******

7. PO

Enter **PO** if the voucher is for the payment of a purchase order **or professional service contract**. Otherwise, leave blank

8. Agency

Enter the three-digit agency code.

9. Number

Enter the document number.

If the voucher is for the payment of a **purchase order**, enter the six or seven digit purchase order number.

If the voucher is for payment of a **professional services contract**, enter the nine digit contract number which begins with C.

Otherwise, leave blank.

10. LN

Enter the purchase order or contract line number that is being paid. (Most often this is 01)

11. Invoice Number -MANDATORY FOR ALL VOUCHERS –
INTERFUNDS MUST BE EXACT

Enter the vendor invoice number up to 12 digits. If the vendor invoice number has a dash you **MUST** put in the dash. The invoice number **MUST** be exactly the same. This is critical to the interfund processing. Make sure to distinguish between an S and a 5 and a 0 and the letter O. These are often miskeyed.

12. Fund

Enter the four-digit fund number to be charged.

13. Org

Enter the four-digit organization code to be charged if required by the department's chart of accounts.

14. Appr

Enter the three-digit appropriation code to be charged.

15. Activity

Enter the four-digit activity code to be charged.

16. Obj/Rev

Enter the four-digit expenditure object code if a vendor is being paid for goods or services. *Enter the four-digit revenue source code if a refund is being issued because the department was overpaid.*

17. Sub Obj/Rev

Enter the two-digit sub-object expenditure code if a vendor is being paid for goods or services.

18. Rept Catg

Leave blank. **Or use for the Property Number when purchasing an asset. It will be ok if the property number runs over into the BS Account and the Dept use Columns. (See section on Property Numbers).**

19. BS Acct

If this transaction affects a balance sheet account, enter the four-digit balance sheet code. Otherwise, leave blank. For example, if an inventory item is being purchased, the balance sheet code 1301 for inventory should be entered. If an investment is being acquired, the correct investment balance sheet code from the 1100 series balance sheet section should be entered. If the fund is an agency fund type, only balance sheet accounts may be entered on the voucher form. When disbursements are being made from the agency fund, the balance sheet code to which funds were initially deposited must be coded on the voucher.

20. Dept Use

This field is for use by departments that may use additional accounting codes to reflect additional information on the voucher form.

21. Amount

Enter the dollar amount of this accounting line to be paid.

22. I/D

Enter either I or D. An I represents an increase (Debit) and a D represents a decrease (Credit).

Examples of when a D is used include vendor credit memos and zero dollar payment vouchers. If the field is left blank, an I is inferred.

23. P/F

If this accounting line is for the payment of a purchase order, this indicator is used to designate whether this is a partial or final payment of the purchase order line. **Enter F to authorize final payment and to close the purchase order line amount.** If left blank and payment is for less than purchase order, it is a partial payment. If this accounting line is not for the payment of a purchase order, this field should be left blank.

24. Voucher Total

Enter the total of all lines to be paid by the voucher. If this voucher covers multiple pages, then the voucher total will appear on the last page. ***Sign or affix approvals on the last page.***

25. Audited

Enter the date and name of the person responsible for auditing the voucher in the department.

26. Examined and Approved for Payment

This is for the date and name of the person in the Division of Control and Accounts approving the payment.

27. Authorized Departmental Approval

Enter the date and signature of the department head or other authorized person. Stamped signatures (facsimile signature of authorized departmental approval) can be used on payment vouchers for purchase order, contracts, refunds, utility bills, postage, post office box rent, membership dues, freight (UPS, common carrier, Federal Express, etc.), books and subscriptions (\$500 or less), and rentals (real estate or meeting rooms). All other vouchers for purchases under \$500.00 will need an original signature on the face of the voucher.

28. Notary Public

The original signature is no longer required to be notarized for purchasing certification and may be left blank.

SELLER CODING INFORMATION

This is new for manual users. The seller information can usually be found on the vendor invoice. If it is not on the seller's invoice, contact the seller and request the information from them. **This information MUST be on all Interfund Invoices.**

Attached are labels that can be photocopied and cut out and taped, stapled or glued to each interfund voucher. They are also available in Word format which can be printed on 5163 – 2" x 4" Shipping Labels for easy application. Visit www.comptroller.state.al.us and click on Manual Agencies.

29. FUND

Required -Enter the seller's 4 digit fund number.

30. AGCY

Required - Enter the Seller Agency's 3 digit agency number.

31. ORG/SUB

Enter the Seller's org and sub org if part of the seller coding information.

32. APPR

Enter the Seller’s 3 digit Appropriation number if part of the seller coding information

33. ACTV

Enter the Seller’s 4 digit Activity number if part of the seller coding information

34. FUNC

Enter the Seller’s Function Code if part of the seller coding information

35. OBJ

Enter the Seller’s Object Code if part of the seller coding information

36. SUB

Enter the Seller’s SUB Object Code if part of the seller coding information.

37. BS

Enter the Seller’s Balance Sheet Account if part of the seller coding information.

38. RSRC

Enter the Seller’s Revenue Source Code if part of the seller coding information.

NOTE: Invoices with *Different* Seller Coding cannot be submitted on the same voucher.
Invoices with the same seller coding may be submitted on the same voucher.

Exhibit 2

REFERENCED DOCUMENT										ACCOUNTING DISTRIBUTION										AMOUNT	I / D	P / F
7	8	9	10	11	12	13	14	15	16	17	18	19	20									
INTERFUND SELLER INFORMATION This information should be on the seller invoice. If not, contact the seller and ask for the information. Not all lines will have information.																						
FUND	AGCY	ORG/SUB	APPR	ACTV																		
29	30	31	32	33																		
FUNC	OBJ	SUB	BS	RSRC																		
34	35	36	37	38																		
										VOUCHER TOTAL										24		

Audited: 25 Date 25 Departmental Auditor

Examined and Approved for Payment: 26 Date 26 Auditor of Disbursements, Division of Control and Accounts

I hereby certify that the named article(s) and/or service(s) as stated on the invoice attached have been received, are the kind and quantity ordered, are not excessive and are necessary for the use of this department in conducting public business only, and this account is correct, due and unpaid. For those items requiring the approval of the Governor, I certify that I have obtained the Governor's approval for payment.

Sworn to and subscribed before me this day: 27 Date 27 Authorized Departmental Approval

28 Date 28 Notary Public

M-4 HOW TO COMPLETE THE PVQ AND PV PAYMENT VOUCHER TRANSMITTAL

Items 1- 12 reference exhibits 3 & 4. The procedure is the same for **Interfund and Regular payment vouchers** BUT they MUST be on the respective Transmittal sheets.

1. Date Prepared

This should be the date the transmittal was prepared and forwarded to the Comptroller's Office.

2. Prepared By

This should be the name of the person preparing the transmittal.

3. Date Keyed

This is for use by Data Entry to enter the Date Keyed into CAS.

4. Keyed By

This is for the initials of the Data Entry person who keyed the batch.

5. Agency

This is your 3 digit agency number.

6. # Of Documents

This is the number of Vouchers attached behind this transmittal.

7. Batch Number

This is your 3 digit agency number plus the last three numbers of the first voucher listed.

Example: For agency 777 --The first voucher number on the transmittal is 57770000023 the batch number will be 777023.

8. Batch Total

This is the Grand total of all the vouchers on this transmittal from item number 12.

9. Voucher Number

Enter the voucher number for each voucher being sent in this column on a separate line.

10. Vendor number (11 Digits)

Enter the 11 digit vendor number that corresponds to the voucher number in item 9.

11. Voucher Total

Enter the voucher Total that corresponds to the voucher number in item 9.

12. Batch Total

Add the voucher Total Column. Don't forget to transfer this Batch Total to Item 8.

NOTE: Only 12 vouchers may be sent in a batch. If you have more than 12 vouchers you must use multiple batches with a separate transmittal for each 12.

Two adding machine tapes should be stapled to the back of the transmittal sheet. One should add each line of the voucher – without the Total and the second should add just the voucher totals. The two sums must agree.

Place vouchers in numerical order behind the Transmittal sheet.

Be sure to use Separate Transmittals for INTERFUND and REGULAR VENDOR vouchers!!

Exhibit 3

PV INTERFUND Payment Voucher Transmittal

Date Prepared : _____¹ Date Keyed _____³
Prepared By: _____² Keyed By _____⁴

INTERFUND

Type Document: PV	Agency: _____ ⁵	Batch Number: _____ ⁷
Transaction Code: PV	# of Docs: _____ ⁶	Batch Total: _____ ⁸

	Voucher Number (numerical order)	Vendor Number (11 Digits)	Voucher Total
1	9	10	11
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Batch Total _____¹²

*** Batch Number is your agency number and the last 3 digits of voucher 1.

*** Attach two adding machine tapes to back of transmittal --
1 with Voucher Line totals and 1 with Voucher totals

*** Make sure the Invoice number is listed on each line of the voucher exactly as listed on invoice.

Exhibit 4

PVQ Manual Payment Voucher Transmittal			
Date Prepared : ____1____		Date Keyed ____3____	
Prepared By: ____2____		Keyed By ____4____	
<div style="border: 1px solid black; padding: 2px;">Type Document: PVQ Agency: ____5____ Batch Number: ____7____</div>			
<div style="border: 1px solid black; padding: 2px;">Transaction Code: PVQ # of Docs: ____6____ Batch Total: ____8____</div>			
	Voucher Number (numerical order)	Vendor Name	Voucher Total
1	9	10	11
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Batch Total			12
<div>==== Batch Number is your agency number and the last 3 digits of voucher 1.</div> <div>==== Attach two adding machine tapes to back of transmittal - 1 with voucher line totals and 1 with Voucher totals.</div>			

M-5 How to Complete the Invoice Record Interfund Seller Table

If you sell goods or services to another STATE AGENCY you must complete the **Invoice Record** form and forward it to the Office of the Comptroller for entry into IFSH table. No accounting transactions will take place until the buyer agency processes their portion of the information. Since warrants will not be issued for these transactions, your agency will receive a transaction report that will identify the agency, invoice number, and the amounts transferred to your accounts.

The form is very simple and consists only of:

1. Seller Agency

This is your (the seller's) 3 digit agency number.

2. Buyer Agency

This is the 3 digit agency number for the Agency who purchased the goods or services.

3. Invoice number

This must be exactly the same as the number on the invoice you sent to your customer. For example if the number on the invoice is 04-12345 then you must make sure you have the dash as part of the number. Make sure to distinguish between an S and a 5 and a 0 and the letter O. These are often miskeyed.

4. Invoice Amount

This is the total amount of the invoice.

5. Invoice Date

This is date on the invoice.

6. When recording the sale as a normal cash receipt you will need to provide the

Fund

Your Agency Number

Revenue Source

Fund	Agency	Appr	Activity	Rev Src	Object	Sub-Obj
XXXX	XXX			XXXX		

7. When recording the sale as a refund against disbursements you will need to provide the:

Fund

Your Agency Number

Appropriation Number

Activity Number

Object Code

Sub Object Code

Fund	Agency	Appr	Activity	Rev Src	Object	Sub-Obj
XXXX	XXX	XXX	XXXX		XXXX	XX

9. Prepared by

Enter the name of the person preparing the form.

10. Date Submitted:

Enter the date sent to the Comptroller’s office.

A blank form is attached for your use – Please make copies.